

## QUARRIES NATIONAL JOINT ADVISORY COMMITTEE

**Minutes of the 30<sup>th</sup> meeting of the Quarries National Joint Advisory Committee held on Thursday 11<sup>th</sup> October 2007 at 10.30am in HSE's Birmingham Office**

<b><u>Present</u></b>	<b><u>Representing</u></b>
Phil Smith	Acting Chair
Roy Bush	HSE
Lisa Weston	Minute Secretary – HSE
Andy Miller	HSE (Policy)
Malcolm Mellow	T&G
John Moutrie	HSE
Martin Isles	QPA
Helmut Ehnes	StBG
Steve Jones	QPA
Neal Reynolds	GMB
Andrew Price	KABCA
Stuart Hunneyball	British Drilling Association
Ian Glendinning	British Aggregates Association
Clive Webb	EPIC
Ivan Ivanovic	British Slate Industry
John Lewis	Geological Society
Mike Smith	Institute of Quarrying
Steve Cole	SME
Tim Faithfull	Construction Equipment Association
Brian Rostron	COALPRO
Mark Leeming	JCB (Observer)
Claire Lyons	HSE (Observer)
Tracey Oliva	HSE (Observer)
<b><u>Apologies</u></b>	
James Barrett	HSE
Malcolm Downey	HSE NI
Lynda Thompson	SME
Pat Foster	CSM
Robert Le Clerc	SAMSA
Steve Biddle	Road Haulage Association
Patrick Griffin	Health & Safety Authority
Francis Morrall	British Ceramic Confederation
Ian Waugh	HSE (Mines)
Geraint Morris	Lafarge
Peter Ward	Hanson (America)
John Myers	Stone Federation

### **Summary of actions agreed.**

(Item 1) - Greenstreet Research to remain as an agenda item for the next meeting.

(Item 2) – Hard Target logo to be circulated to members, also to be placed on the QNJAC Community Website.

Committee to send comments on the Target Zero Performance Indicators to Phil Smith by 23<sup>rd</sup> October 07

(Item 8) - BAA presentation to be placed on the Quarries Community Website.

(Item 9) – Research on PPE for Quarry Use. Cosalt Ballyclare were unable to answer the questions as to which colour workwear yellow or orange was the best. They agreed to take this forward and inform the committee of their findings.

(Item 12) – Silica guidance to go forward for publication as a web-based publication.

(Item 13) - Hard Target CD guidance to be updated. Phil Smith agreed to take this forward.

**1.**

### **WELCOME, MEMBERSHIP CHANGES, APOLOGIES, ETC**

The Chair's apologies had been received for today's meeting, following bereavement within the family. The committee wished for their condolences to be passed on.

The acting Chair welcomed speakers Bill Leggett and Tony McGovern representing Cosalt Ballyclare Ltd, Sue Drohan representing Ace Conveyors and John Moutrie representing Construction Division within HSE.

Deputies: Andy Price representing SAMSA in place of Robert Le Clerc. Andy also representing KABCA.

Jon Bennett representing Institute of Mining & Metallurgy in place of Pat Foster.

New Members: Ivan Ivanovic, health and safety manager with Burlington Slate, as a new member representing National Slate Quarries Association.

Welcome Roy Bush (HSE) as Helen Turner's replacement, commencing with the Sector on 1<sup>st</sup> November 2007.

Welcome Observers: Mark Leeming (JCB), Claire Lyons (HSE) and Tracey Oliva (HSE).

	<b>PREVIOUS MINUTES AND MATTERS ARISING FROM QNJAC HELD ON OCTOBER 4<sup>TH</sup> 2006.</b>
	The minutes were agreed as a true and accurate copy.
	Matters arising from the previous meeting: -  Extractive Industries Waste Directive – main agenda item  Greenstreet Research not yet published. Agreed for this item to remain as an agenda item for the next meeting.  Mobile Plant issues – main agenda item  Atlantic Alliance 2007 Alan Murray's keynote address – sent out with minutes
<b>2.</b>	<b>TARGET ZERO INTRODUCTION</b>
	To keep the committee informed of the work of the Target Steering Working Group's in the development of their objectives and performance indicators Chairpersons of the various working groups have been asked to present their proposals at today's meeting. Summary table presented to members, comments invited to Phil Smith by 23 <sup>rd</sup> October 07.
<b>2.1</b>	<b><u>Target Zero Logo</u></b>  Martin Isles presented the Target Zero Logo produced by the QPA. The logo was generally well received; however there was some debate as to whether or not the 2015 date on the logo should be included.
<b>Points raised:</b>	It was agreed the logo looked more balanced without the date. Agreed to use the logo in its current format (dateless).
<b>Agreed Action:</b>	Martin agreed to circulate the logo around to members, so that it could be used on letterheads, presentations etc. Also agreed for the logo to be placed on the QNJAC Community Website.  Expression of thanks was passed onto Martin and the QPA for production of the logo. Letter of thanks to be sent by Phil Smith.
<b>3.</b>	<b><u>Contractors</u></b>  Presented by Sue Drohan. Three main objectives:  To raise the standards and consistency of health and safety training in the industry by the end of 2008; to secure contractor conformity and to secure client commitment to improved contractor performance.

	<p>Sue put the message across that significant improvements were required, and challenges needed to be taken on board to achieve the targets.</p>
<p><b>Points raised:</b></p>	<p>Great inconsistency between contractors, some companies asking for contractors passport cards etc others not. Contractors need to have their own internal accident recording system which can be passed onto the companies if requested.</p> <p>Members felt that the KPIs presented would need to be scaled down to be manageable.</p> <p>Contractor's passport scheme needs to be taken forward. Claire Lyons (HSE) currently sits on the H&amp;S group within Proskills which has undertaken to review passport schemes across industry. Sue has been nominated as a potential participant in the Proskills working group taking this forward.</p>
<p><b>4.</b></p>	<p><b><u>Drilling &amp; Blasting</u></b></p> <p>Presented by Brian Rostron. Main objective is to eliminate accidents, near misses and RIDDOR reportable incidents arising from drilling and blasting activities.</p> <p>Brian reported back on the recent Target Zero Drilling &amp; Blasting Working Group meeting. The major concern for the committee was the number of near miss incidents and particularly the under reporting of them. One suggestion made was to produce an anonymous near- miss reporting scheme.</p> <p>To measure improvements they need a benchmark figure to start of with, which they currently don't have.</p>
<p><b>Action Agreed:</b></p>	<p>Brian to keep members informed of progress.</p>
<p><b>5.</b></p>	<p><b><u>Road Haulage</u></b></p> <p>Presented by Andy Price. Main objective to eliminate accidents associated with the interface between quarry and road haulage operations, specifically: falls from vehicles, vehicles instability and illegality, slips and trips and possible confined-space working.</p> <p>This Working Group intends to produce a 'Good Practice Toolkit for Quarry and Haulage operators' by the end of March 2008. The toolkit will be based along the lines of the Ceramic Industry Pledge toolkit and will be available online.</p> <p><b>Points raised:</b></p> <p>Members agreed that the toolkit would be a very useful tool for the industry.</p>

6.	<p><b><u>Occupational Health</u></b></p> <p>Presented by Malcolm Mellow: Main objective to secure a reduction in ill health incidence and work-related sickness absence.</p> <p>Malcolm reported back on the recent Target Zero Occupational Health meeting held. They have decided to firstly review everything that Germany/Atlantic Alliance is doing and if possible to incorporate this into their scheme.</p> <p>They will also be looking into the following:</p> <p>Risk assessment minimum standards; Health Surveillance KPI; Return - to-work procedures guidance on procedures to be followed; QNJAC Occupational Health guidance to be reviewed; Foster Yeoman approach to get people back to work to be looked at for lessons to learn.</p>
<b>Points raised:</b>	Put out a self-survey questionnaire to everybody we can reach in the industry. Also include it on the agenda at Atlantic Alliance Conf 2008 entitled 'A healthy person'.
<b>Action Agreed</b>	HSE will be conducting workshops with interested parties to consider what constitutes appropriate health guidance for those exposed to silica. It was due to be held in September but has been delayed. Phil Smith to keep members informed.
7.	<p><b><u>Plant</u></b></p> <p>Unfortunately Geraint Morris was unable to attend the meeting to give feedback on his Working Group. Phil Smith summarised the work to date. The objective is to produce guidance on Fixed Plant Safety Standards, progress so far is that the guidance has been and scoped to identify topic areas to be included.</p>
<b>Summary</b>	Each contributor was thanked for the work they have done and hopefully will continue to do.
<b>Action Agreed:</b>	The committee was reminded to send comments on the summary table of Objectives and KPIs to Phil Smith by 23 <sup>rd</sup> October 07. There will be future opportunities to comment on the table as work progresses.
8.	<b>TARGET ZERO – BAA SITE AUDIT SCHEME</b>
8.1	Presented by Steve Cole. The British Aggregates Association have launched a health and safety assessment scheme, aimed primarily at small businesses who do not have in-house health and safety specialists, and leading to a certificate of compliance. Participating quarry operators are audited against HSE requirements with priorities identified for action to bring about improvements where necessary. The scheme provides reassurance to operators that they are operating in compliance with the necessary standards, and uses the 'Quarrysafe' resource for health and safety management. The

	scheme has been informally endorsed by HSE at the BAA AGM.
<b>Points raised</b>	Members agreed that this was a very useful scheme which would contribute to the Target Zero initiative, and asked whether the checklist would be available outside the scheme? Currently the BAA does not want to lose control of it.
<b>Action Agreed:</b>	Steve Cole agreed for his presentation to be placed on the Quarries Community Website.  Members are invited to consider agreeing to QNJAC endorsement of the scheme at the next QNJAC meeting.
<b>9.</b>	<b>RESEARCH ON PPE FOR QUARRY USE</b>
<b>9.1</b>	Presented by Bill Leggett and Tony McCarthy from Cosalt Ballyclare Ltd. Their aim is to produce a single range of workwear, that is fit for purpose within the constraints of the industry and the laundry service by:  Speaking first hand to end users across as much of the Aggregate Extraction portfolio of business practices as possible;  Identifying problems in different areas;  Designing workable solutions – including consideration of ‘role packs’;  Trialing and refining those solutions.
<b>Points raised:</b>	Did the company have any evidence on which colour workwear yellow or orange was the best? The company was unable to answer but agreed to take this forward and inform the committee of the outcome.
<b>10.</b>	<b>ISO 2867 – ACCESS SYSTEMS</b>
<b>10.1</b>	John Moutrie (HSE) advised members of his concerns on some of the access systems on current earthmoving machinery and also recommended some solutions on how these could be improved.
<b>Points raised:</b>	Tim Faithfull (CEA) agreed that most access system could easily be added to most of the machinery shown at today’s meeting.
<b>Agreed Action:</b>	It was agreed for John Moutrie to attend the next QNJAC meeting, and for this to be major agenda item for discussion. Tim Faithfull was also invited to bring colleagues as observers if he felt it appropriate.
<b>11.</b>	<b>SILICA – SOCIAL DIALOGUE AGREEMENT</b>
<b>11.1</b>	Martin Isles reminded members as to the existence and nature of the European Agreement. He also advised the benefits to employers and employees of putting the agreement into practice and suggested

	that all aggregate production, processing and handling in the UK should be 'regulated' on the basis of a 'level playing field' based on this European Agreement.
<b>Points raised:</b>	Members were advised that they can follow either COSHH Silica Essentials or the SDA Good Practice guidance which is based on HSE guidance. Inspectors will use COSHH and Silica Essentials as a compliance benchmark.
<b>Agreed Action:</b>	Agreed that this should remain as a standing item on further QNJAC agenda's.  HSE invited to consider the extent to which the SDA could be adopted as an industry standard for the quarry sector irrespective of whether companies were formally signed up.
<b>12.</b>	<b>Updated Guidance on Silica for the Quarry Industry (HSG73)</b>
<b>12.1</b>	Document circulated prior to the meeting. Phil Smith informed members that there has been no significant change in the content other than to amend references and to replace references to the old MEL with the new WEL. It was proposed that this should be a web-based publication only.
<b>Agreed Action:</b>	Members endorsed the publication to go forward as a web-based publication.
<b>13.</b>	<b>UPDATE OF HARD TARGET CD</b>
<b>13.1</b>	Paperwork circulated prior to meeting. The CD continues to be used as a training aid but needs updating and re-branding as Target Zero. Revision of the content will require funding, agreement/discussions with HSENI, industry support and a bid for HSE resources.
<b>Agreed Action:</b>	The committee agreed that this resource should be updated. Phil Smith to take this forward.
<b>14.</b>	<b>ATLANTIC ALLIANCE CONFERENCE 2008</b>
	Helmut Ehnes advised members that he expected the next AA Conf to take place in Washington during Autumn 08. It would be held over a 3 day period, consisting of two days for the conference and one day for a visit to a quarry site.  Following this meeting a telephone conference was taking place, were it was hoped that the date would be finalised.
<b>15.</b>	<b>EXTRACTIVE INDUSTRIES WASTE DIRECTIVE</b>
	Feedback given by Andy Miller (HSE). The Consultation Document is expected to be published in December 2007.

<b>16.</b>	<b>DATE AND VENUE OF NEXT MEETINGS</b>
	Wednesday 12 <sup>th</sup> March 2008 at 10:30 in HSE's Birmingham Office Wednesday 22 <sup>nd</sup> October 2008 at 10:30 in HSE's Birmingham Office